

National Aeronautics and Space Administration

Intern Participant Agreement (for Interns WITHOUT not-to-exceed dates)

Intern's name	Center and organization name
Position title, series, grade, step, and starting salary	
Duty location (city and state)	
Appointment starting date	Date Intern is expected to complete degree requirements
Work Schedule (check one): <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	
Intern's Responsibilities	Supervisor's Responsibilities
<ul style="list-style-type: none"> Provide proof of enrollment in an accredited educational institution and transcripts, as requested by the Agency Notify the Agency of any changes in your enrollment status, major, or academic standing/status Maintain at least a half-time course load, as defined by your educational institution Maintain a cumulative GPA of at least 2.90 on a 4.00 scale Adhere to an established work schedule Work with your supervisor to create an Individual Development Plan (IDP) within 45 days of appointment Successfully complete all training and developmental assignments required by your IDP Successfully perform the duties in your position description and performance plan Meet regularly with your mentor (Center uses if applicable) 	<ul style="list-style-type: none"> Provide the Intern with information on Intern program requirements Provide the Intern with a position description upon appointment Establish a mutually agreeable work schedule that does not interfere with the Intern's academic schedule Provide the Intern with a performance plan within 30 days of appointment Approve an IDP for the Intern within 45 days of appointment Assign the Intern a mentor (Center uses if applicable) Ensure that the Intern has the opportunity to complete all training and developmental assignments required by their IDP Supervise the Intern's daily work activities and provide ongoing feedback on performance Provide recommendation for the Intern's continuation in the program At the completion of the program, provide recommendation for conversion to competitive service (if warranted)

General Description of Duties
Training Requirements and Mentoring Opportunities
<p>Your supervisor is required to approve an Individual Development Plan (IDP) for you within 45 days of your appointment. Your IDP will address the training and development requirements that you must successfully complete in order to be eligible for conversion to the competitive service.</p> <p>[Center must describe mentoring opportunities here, such as a Center-specific mentoring program or informal mentoring. Assignment of a mentor is optional, but highly recommended. If a mentor is assigned, complete the “Mentor Assignment” section below.]</p>
Performance Evaluation
<p>Your performance plans and evaluations will be completed in accordance with NPR 3430.1, NASA Employee Performance Communication System. Your supervisor is required to provide you with a performance plan within 30 days of your appointment.</p>
Eligibility for Promotion
<p>You may be promoted while you are in the Intern program if you meet the qualification requirements and your performance is satisfactory. Promotion is not guaranteed.</p>
Requirements for Continuing in the Intern Program
<p>To continue in the Intern Program, you must:</p> <ul style="list-style-type: none"> • Be continuously enrolled in an accredited educational institution on at least a half-time basis (as defined by your school) • Maintain a cumulative grade point average of at least 2.90 on a 4.00 scale • Maintain United States citizenship <p>You will serve in a trial period for the duration of the Intern appointment. Reasons for termination during the appointment may include, but are not limited to:</p> <ul style="list-style-type: none"> • Loss of eligibility for the Intern program (e.g., GPA drops below 2.90, expulsion from academic program, less than half-time enrollment) • Unsatisfactory performance • Misconduct • Suitability issues
Requirement to Provide Proof of Enrollment and Transcripts
<p>You must provide proof of enrollment and official transcripts to continue in the program.</p> <p>[CENTER INSERTS INSTRUCTIONS HERE – WHEN TO SUBMIT, HOW TO SUBMIT, WHERE TO SUBMIT, WHAT ARE ACCEPTABLE DOCUMENTS]</p>

Expiration of Your Intern Appointment

Your Intern appointment expires 120 days after you complete all requirements for your degree (as defined by the academic institution). You may be converted to a term or permanent appointment before your Intern appointment expires (see section on “Eligibility for Conversion”). If you are not converted, your employment will be terminated at the end of the 120-day period.

Eligibility for Conversion

If you complete the requirements of the Intern Program and your degree, you will be eligible for conversion to a term or a permanent appointment. At NASA, term appointments last from one to six years. If you are converted from an Intern appointment to a term appointment, you may later be converted to a permanent appointment without competition. **Eligibility for conversion does not guarantee conversion or continued employment.**

To be eligible for conversion, you must:

- Be a United States citizen
- Have a cumulative grade point average of at least 2.90 on a 4.00 scale
- Have completed at least 640 hours of work experience while enrolled as a full-time or part-time, degree- or certificate-seeking student
- Successfully complete all training and developmental assignments required by your IDP
- Meet the qualification requirements for the position to which you will be converted
- Receive a favorable recommendation for conversion from your supervisor
- Receive at least a “Fully Successful” (Level 3) or equivalent performance rating on your most recent performance evaluation;
- Successfully complete a course of academic study at a qualifying educational institution conferring a certificate or degree;
- Be converted no later than 120 days after completion of all academic degree requirements.

I understand and will abide by the terms of this agreement.

Intern:

Print Name

Signature

Date

Supervisor:

Print Name

Signature

Date

Human Resources Official:

Print Name

Signature

Date

Mentor Assignment (optional)

Mentor's name and title: _____

Mentor's organization: _____

Date mentor assigned: _____